

Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

| 1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN | |
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| Name of function/policy/plan to be assessed | Equal Opportunities Policy |
| Service/service area responsible | Housing Services |
| Name of person carrying out the assessment and contact details | Frances Troup, Head of Housing and Homelessness, ext 2177, e-mail: frances.troup@orkney.gov.uk |
| Date of assessment | 6 February 2012 |
| Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly) | Existing |

| 2. INITIAL SCREENING | |
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| What are the intended outcomes of the function/policy/plan? | To ensure clients can expect equality of opportunity in relation to our service delivery and that this ethos is mainstreamed through our services. |
| State who is, or may be affected by this function/policy/plan, and how | Our service users whether tenants, homeless applicants etc |
| How have stakeholders been involved in the development of this function/policy/plan? | Use of focus groups to look at our provision of advice etc generally one of the issues which came out of this was equalities issues and specifically accessibility and therefore a plan was produced. Focus groups used in 2005, tenants consulted through Newsletter more recently. |
| Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise. | It is a central thread of the equalities and accessibility movement. Therefore there is a considerable amount of information available. |

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| e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal) | |
| Could the function/policy have a differential impact on any of the following equality strands? | (Please provide any evidence – positive impacts/benefits, negative impacts and reasons) |
| 1. Race: this includes ethnic or national groups, colour and nationality | Intended to ensure issues do not arise, to mainstream equalities issues through service provision and to inform all aspects of our service delivery so if policy is working correctly there shouldn't be an issue. |
| 2. Sex: a man or a woman | Unlikely see above. |
| 3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes | Unlikely see above. |
| 4. Gender Reassignment: the process of transitioning from one gender to another | Unlikely see above. |
| 5. Pregnancy and maternity | Unlikely see above. |
| 6. Age: people of different ages | Unlikely see above. |
| 7. Religion or beliefs or none (atheists) | Unlikely see above. |
| 8. Caring responsibilities | Unlikely see above. |
| 9. Marriage and Civil Partnership | Unlikely see above. |
| 10. Disability: people with disabilities (whether registered or not) | Unlikely see above. |

| 3. IMPACT ASSESSMENT | |
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| Does the analysis above identify any differential impacts which need to be addressed? | No, the policy is intended to address any potential issues itself. Every effort has been made to cover these. However, should any issues arise which are unexpected these will be analysed and addressed accordingly. |
| How could you minimise or remove any potential negative impacts? | The policy has been designed to assist with negative impacts which could potentially affect service delivery so should be positive. |
| Do you have enough information | Yes |

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| to make a judgement? If no, what information do you require? | |
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| 4. CONCLUSIONS AND PLANNED ACTION | |
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| Is further work required? | No |
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| What action is to be taken? | N/A |
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| Who will undertake it? | N/A |
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| When will it be done? | N/A |
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| How will it be monitored? (e.g. through service plans) | Through the policy itself, through our customer satisfaction processes and also through our Service Delivery Plans. |
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Signature

Date

9 February 2012

Name FRANCES TROUP
(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.